Mission Statement

With a "students first" philosophy, Moorpark College empowers its diverse community of learners to complete their goals for academic transfer, basic skills, and career technical education. Moorpark College integrates instruction and student services, collaborates with industry and educational partners, and promotes a global perspective.

EdCAP Committee Charter

The Education Committee on Accreditation and Planning makes recommendations on college-wide planning and accreditation issues related to educational programs and services.

The planning component under the purview of EdCAP includes:

- *Program Plans: Evaluate the program planning process and recommend modifications as needed*
- *Educational Master Plan: Define the format of the Educational Master Plan, establishing and monitoring the timeline, and recommend approval of the final document*

The accreditation component under the purview of EdCAP includes:

- *Monitoring and reviewing the preparation of the Self-Evaluation reports required by ACCJC*
- *Monitoring/evaluating/documenting progress on self-evaluation plans developed by the college as well as recommendations from the ACCJC*

(Tentative) Goals for 2017-18:

(1) Continue to review the institutional effectiveness goals; (2) Establish and record a process for setting the annual institutional effectiveness goals; (3) Continue to review the program planning process and get feedback on the changes to TracDat

Membership / Attendance

Position	Name	Present	Position	Name	Present	Position	Name	Present
Co-Chairs	Jennifer Kalfsbeek-Goetz	x	Associated Students Rep	Jennifer Pezzuto		Media Arts & Comm Studies	Rolland Petrello	x
	Nathan Bowen	x	ACCESS	Silva Arzunyan	x	Physics/Ast/Engr	Erik Reese	x
VP Academic Affairs*	Julius Sokenu	x	Animal Sci/EATM	Cynthia Stringfield		Social Sciences	Lee Ballestero/Susan Kinkella	LB
VP Business Services*	Silvia Barajas		Athletics	Remy McCarthy	x	World Languages/Library	Jerry Mansfield	
VP of Student Support*	Amanuel Gebru	x	Behavioral Sci	Dani Vieira	x	Health Center	Sharon Manakas	
Academic Senate Pres.	Nenagh Brown	x	Business	Reet Sumal		Student Activities	Kristen Robinson	
Dean	Howard Davis	x	Chemistry/Earth Sci	Rob Keil	x	Student Success	Jesus Vega	x
Institutional Effectiveness	Carol Higashida	x	Child Dev	Cindy Sheaks-Mcgown				
Dean	Norm Marten	x	Counseling	Trulie Thompson	x			
Dean	Jane Morgan	x	English/ESL	Sydney Sims	x	**Guests**		
Dean	Mary Rees	x	Fine/Perf Arts	John Loprieno	x			
Dean	Lisa Putnam	x	Health Sciences	Christina Lee	x	Ruth Bennington Veronique Boquet		
Dean	Karen Rothstein	x	Life Science	Andrew Kinkella				
M&O Representative	John Sinutko		Mathematics	Phil Abramoff	x			

* Ex-offcio, non-voting member

Today's Handouts
Goals

AGENDA ITEM	DISCUSSION NOTES	ACTION
CALL TO ORDER AND READING OF MINUTES		
Call to order; Public comments Approval of minutes: January 23 2018	Rolland moved, Dani seconded; Remy McCarthy, Lisa Putnam abstaining	Minutes approved.
NEW BUSINESS		
A. Program Plan review report back B. IEPI indicators of institutional effectiveness & KPI indicators for guided pathways	A. Four program plans have not yet been reviewed. The memo will be ready for the next meeting, and will be widely disseminated. There is still a need for the program plan 'timeline' workgroup to make recommendations so that EdCAP can make a decision on how often reviews will take place in time for next year. B. Simplified goals are replacing the IEPI indicators, and these goals will be focused on the student experience. April 30th is the date the Chancellor will receive recommendations, with a workgroup that has released a white paper (see CCCCO website). There are elements that will not be ready for the 30th. Mary Rees said that they Chancellor's office is really going in a different direction with student experience and journey maps, while also still having discussions about key indicators. Julius doesn't think that this means that we ignore IEPI indicators. Perhaps we can use this as a template to set our own goals.	A. PP 'timeline' workgroup will convene for final recommendations. B. Julius will send the link to the white paper. Trulie will send a link to the Google spreadsheets, Lisa will send handouts from the statewide webinar. Nenagh – agenda items in the fall….?

	Lisa: our student success scorecard metrics still continue. There are several indicators that we've been looking at over the years. Nenagh: two things we can absorb from the new Chancellor's Office vision and use in our every day lives. Instead of a separate section for equity, it will be part of every metric. Metrics will be in three phases: onboarding, progression, and completion. KPI Indicators for guided pathways Key Performance Indicators (the state provides these numbers) How many students are taking 6, 12, 15 units or more that are transferrable? We'll see these numbers once we have the template. This will lead to additional questions and research requests. These indicators Karen: curious about transferrable units. Are they the right transferrable units. Phil: where will the data be viewable. Answer from Lisa: it is currently in a portal that is locked down, but then a table of data will be generated as a PDF.	
PREVIOUS BUSINESS		
A. PRT Visit Planning & QFE	A. We met as a group after we ran out of time for our EdCAP normal meeting last month. From this meeting, one of the main issues was	A. March 15th meeting with PRT

	communication. One of the Menu of Options (MOO) from the PRT visit was the creation of a mega committee that can cross-coordinate planning and budget. We realized in discussion that we may not necessarily want a mega committee that creates an extra layer. On the flip side, there is recognition that dealing with the increasingly segmented kinds of categorical funds creates a need for a broader perspective and transparency on how funds are used. PRT visit will be March 15th from 1-5pm. Trulie: how do the existing plans like the SSSP & Equity plans get integrated into this? Nenagh: I don't know that we have thought through all the categorical funds and integrated plans. Regardless of what is decided here, the measure of progress is that, after we have gone through this IEPI process, what has changed for us in a positive way?	
B. TracDat workgroup status update	B. The TractDat/Tableau Workgroup met, and came up with recommendations for EdCAP consideration. The idea was to have questions that allow each program to address the five Strategic Directions from the Strategic Plan. Currently two of five are asked. Once those five are present, the idea is to divide the fifteen data metrics to fit into the five Strategic Directions. Action Point – Now is the time, because of this new	B. One larger Tracdat/Tableau Workgroup + PP Timeline group will convene soon so IR team can start building the interface.

	platform, to ask, what data elements do program leads want, so they can shape narratives effectively and make appropriate goals for program progress. The fifteen data metrics will be divided amongst the Strategic Directions. Motion to approve TracDat-Tableau Workgroup Recommendations. Carried unanimously What's meaningful to VPs and Deans when they look at plans? It's really going to be grounded in the Strategic Plan conversations. How are we in our little corner of the world going to move the needle for the college's strategic mission? Lee suggested we include KPIs in the Program Plan interface so the data can be incorporated as relevant. Rob said that faculty don't feel confident to set their own metrics-based goals.	
C. Strategic Planning, report back and 2018 retreat input		
ANNOUNCEMENTS		
NEXT MEETINGS		
Recommendation: March 20th or April 3rd from 1-2:30pm	Agreed to meet April 3rd	
Adjournment		